

**NEWPORT COUNTY CONVENTION & VISITORS BUREAU**

**BOARD OF DIRECTORS MEETING**

**Tuesday, February 9, 2010**

**12:00 pm**

**At**

**The Gateway Center**

**3rd Floor Meeting Room**

**MEETING MINUTES:**

**The meeting was called to order at 12:06 pm by Chairman Len Panaggio.**

**BOARD MEMBERS IN ATTENDANCE WERE:**

**Len Panaggio, Stephen Coyne, Greg Fater, Brian Arnold, Karen Oakley, Bill Enos, William Clarke,  
Susan Samson Laurie Stroll, Ed Silveira, Pieter Roos, Jeff McDonough**

**BOARD MEMBERS ABSENT & EXCUSED WERE:**

**Charron Reed, Rocky Kempenaar, Katie Wilkinson**

**No appointments have been made yet by Bristol, Barrington and Warren.**

## **STAFF PRESENT WERE:**

**Evan Smith, Kathryn Farrington, Cathy Morrison, Tim Walsh, Deb Gatta, Ellen Crawley**

**Chairman Len Panaggio welcomed new member, Jeff McDonough, representing Jamestown. Board members introduced themselves.**

### **I. PREVIOUS MEETING MINUTES:**

**The previous meeting minutes for January 12, 2010 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded Karen Oakley. The motion passed unanimously.**

### **II. TREASURER'S REPORT:**

**The financial report for January, 2010 was read by Treasurer Bill Clarke. City Bed Tax for November, 2009 was down 13.20 % and Regional Bed Tax was down 8.74% for a combined YTD bed tax of -11.96%. Bill reviewed the revenues and expenses for the month of January, 2010. A motion to accept the treasurer's report for January was made by Bill Clarke and seconded by Jeff McDonough. The motion passed unanimously.**

### **III. COMMITTEE REPORTS:**

#### **A. FINANCE COMMITTEE:**

**Bill Clarke stated the Finance Committee met on 2/4/10 at the Hyatt Hotel. He reported on the following:**

- Bill explained the process of planning the proposed NBCCVB**

**budget for fiscal year starting 4/1/10.**

- **The proposed budget will be presented at the Finance Committee meeting on 2/12/10 and the proposed budget will then be presented at the next board meeting, 3/9/10, for approval.**

- **The topic of a contribution/donation to the Tall Ship Oliver Hazard Perry Project was brought forward. Discussion followed. Ed Silveira made a motion to approve a grant of \$1000 with a letter of support from Evan Smith. The motion was seconded by Pieter Roos. Stephen Coyne recused himself from the vote. The motion was passed by a vote of 10-1 .**

#### **B. SALES & MARKETING COMMITTEE:**

**Laurie Stroll stated the Sales & Marketing Committee met on 1/29/10 and reported on the following:**

- **Kathryn Farrington brought in two speakers on the latest technology for advertising**
- **The name change for the NBCCVB was discussed and suggestions are welcomed.**

#### **C. GOVERNANCE COMMITTEE:**

**Greg Fater reported on the following:**

- **Legislation for the 7% bill was filed on 2/5/10. Greg explained that 7% of the tax dollars generated is disbursed to the PWCVB. Discussion followed. No position will be taken by the BOD on this bill**

until the legislation has been reviewed and a position will be taken at the next board meeting.

- Evan Smith wanted to make the board members aware that bank accounts & tax returns are still registered under the name Newport County Convention & Visitors Bureau. The legal name of the public corporations is now Newport & Bristol County Convention & Visitors Bureau. It was recommended to change all accounts to the legal name.

#### **D. FACILITIES COMMITTEE:**

Stephen Coyne reported on the following:

- There is no signed lease agreement between the NBCCVB and the City of Newport and he is starting a process of a draft of a new lease.
- There will be a meeting of the Facilities Committee regarding tour bus parking at the Gateway Center. Discussion followed.
- He reported on his recent trip to Savannah to study their visitor's center operation.

#### **IV. PRESIDENTS REPORT:**

Evan Smith reported on the following:

- Evan recommended that the Stephen Coyne and Pieter Roos be appointed to a special task force to explore a collaboration between the Gateway Information Center and the Newport Historical Society.
- Evan has been invited to be a guest speaker for the LNG debate at CCRI March 29th.

## **V. UNFINISHED BUSINESS:**

- **Stephen Coyne (upon recommendation of a city council member) suggested an increase new weekend driven events in the off (winter) season. Discussion followed.**
- **Bill Enos stated the possibility of a toll on the Sakonnet River Bridge could have a negative impact. Discussion followed.**
- **Greg Fater stated the Gulls received their first Hall of Fame award. He commended the Bill Clarke and the staff at the Hyatt for the successful event.**
- **Pieter Roos is involved with the lower Thames Business Association in sponsoring a concept of a business improvement district.**
- **Len Panaggio is concerned about the lack of representation of hospitality and tourism on the RIEDC board. Discussion followed.**
- **Stephen Coyne recommended agenda items that require a vote be presented in advance for review.**

## **VI. ADJOURNMENT:**

**A motion to adjourn was made by Len Panaggio and seconded by Greg Fater. The motion passed unanimously. The meeting adjourned at 1:45pm.**

**The next board meeting will be held, Tuesday, March 9th at The Gateway Information Center, 3rd Floor Meeting Room.**